

**Municipality/Organization:**

Town of Ashland

05

**EPA NPDES Permit Number:**

MAR011086

**MaDEP Transmittal Number:** W-036190

**Annual Report Number**

**& Reporting Period:**

DUE DATE May 1, 2005

DEC 2 1 2005

Received  
DEC 2 1 2005

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: John D. Small

Title: DPW Director

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### Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

it

is in the process of getting the DPW Director and Conservation Commission Agent up to speed on the General Permit requirements. There have been several substantial changes in personnel in the past 8 Manager, DPW Director, Water and Sewer Superintendent and Conservation Commission Agent.

ed a new sweeper and “vac” truck which will help maintain the town streets and drainage system. The Truck is in poor shape, but continues to do the job. An updated street to street inventory of catch ing put together to better organize the annual cleaning. Discussions have occurred about subcontracting Cleaning. I have had discussions with the DPW’s labor force of the importance of tracking the basin cleaning.

ected MassHighway’s Environmental Department (Henry Barbaro) for his assistance for advice. The m” Team which will be contacting as soon as the Conservation Commission Agent and the DPW ndle of Stormwater Management.

id Engineering firm which has submitted to the DEP the Town’s Project Evaluation Form for the use II of the Stormwater Management Plan.

Town will have a program in place which will hopefully satisfy Federal and State requirements to the ity.



Minimum Control Measures

Public Outreach

	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
te	DPW/Conserv.	Educate the Public Via Sewer & Water Bills	Example brochures have been accumulated and designs are now being discussed.	Searching for Examples. Educate the Public Via Sewer & Water Bills, hand out during May 1 Earth Day, provide handouts for schools
il	DPW/Conserv	Educate the public	Use CATV and Town Website to inform public	Use CATV and Town Website to inform public. Working on it.
	Con. Com.	Inform the public	Set milestones for meeting BMP's	Re-establishing contact with SWC.
	SWC	Ensure ongoing public education	Stencil all CB's at Curb Inlets Stencil examples ordered and being tested in field for longevity	Stencil all CB's at Curb Inlets
ion	SWC	Educate the younger public	Educate school children and hold a grade five contest surrounding clean water importance. Example brochures have been accumulated and designs are now being discussed.	Looking into brochures.

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and Participation

	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
to	SWC	Involve local people in the development of the SWMP	A “Stream Team” of volunteers has been formed, Earth Day ’04 involves visiting out of sight areas around stream beds for clean up.	Elevated public involvement by use of Web Sites and Cable TV
		TBA		
	SWC	Public aids in SW education	Stencil examples ordered and being tested in field for longevity	Aim for 50% minimal CB markings
	Highway Superintendent	Review and Oversee stormwater issues	Finalize a town wide drainage plan and take a vigilant and proactive stance on checking outfalls for violations.	Technical Committee formed with other Town Departments – Building, Planning, DPW, and ConCom
it	TC/SWC	Local involvement in SWMP creation	Minimal effort	
it				
	SWC	Inform general public	Educate the public via water & sewer bills, hand out during May 1 Earth Day, provide handouts for schools.	TBA


**Action and Elimination**

	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
ap	Water & Sewer Department	Map MS4	Hired a consultant firm to develop Map. Mapping 50% to 90% complete	Seek funding for 5 year plan on stormwter management, maintenance and testing. Complete map and take a vigilante stance on checking outfalls.
	DPW Director			
aw	Water & Sewer Department	Town Adopts By-Law	Finished research and attended seminars on Stormwater including writing by-laws	Write Bylaws and prepare them for implementation
	DPW Director/Con Com Agent			
n	DPW Director	Discourage Violations	Minimal effort:	Involve Town Counsel on developing by-law. Investigate illegal discharge and set fine schedule
	DPW Director/Con Com Agent			
r	TC	Develop Inspection Program	Minimal Effort; Classes to be attended Have estimates from CEI for in house training.	Research and properly train Staff
	DPW Director/Con Com Agent			
ls	SWC, TC & DPW	Detect Illicit Discharges	Minimal inspection due to limited staff. More active role expected in '04 – '05	More proactive schedule on checking all outfalls. Include DPW laborforce.

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rmwater Runoff Control

	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
	Con. Com.	Adopt By-Law	Write Bylaws and prepare them for implementation	Reviewing By-law.
		Reviewing By-law.		
	Con. Com.	Construction Activity		
	Con. Com.	Construction Activity	Minimal Efforts	
n	Planning Board	Construction Activity	Procedures are in place and involve the input of Engineers.	
	Con. Com.	Discourage Violations	Vigilant stance is maintained between Director and Con. Com. Agent	


stormwater Management in New Development and Redevelopment

	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 3</b>
	Water & Sewer Department	Town Adopt By-Law	Write Bylaws and prepare them for implementation	Reviewing Policy
	DPW Director and Con. Com. Agent			
ow 's	Water & Sewer Department	Ensure Proper BMP's are in place	Formalize BMP requirements in Town Rules and Regulations	Formalize BMP requirements in Town Rules and Regulations
	Planning Board Agent and Con.Com. Agent			
erm	Water & Sewer Department	Ensure Longevity of BMP's	Formalize BMP requirements in Town Rules and Regulations	Formalize BMP requirements in Town Rules and Regulations
	DPW, Planning and Con.Com. Agent			

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and Good Housekeeping in Municipal Operations

	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5	Highway Superintendent DPW Director	Prevent Sedimentation Entering MS4	Purchase new equipment to support goals of cleaning each basin on a 5-year rotation basis	Continue to clean critical basins and additional basins as well.
	Highway Superintendent DPW Director	Prevent Sedimentation Entering MS4	All Streets are swept at least once with highly traveled areas several times	Maintain Program
ng	Highway Superintendent DPW Director	Prevent Leachate Entering	Join local groups and organizations to share knowledge on proper handling and options for material disposal/reuse	Salt stored in shed, sweeping and cb cleaning separated.
le	Highway Superintendent DPW Director	Prevent Leachate Entering	Investigated options for handling material properly	Storing separate from other materials. Investigating proper disposal.
	Highway Superintendent DPW Director	Education Employees	Education progress on construction activities with in a wetland. Formal training program has yet to be established	Continuous training.


otal Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 3</b>
	Water & Sewer Department DPW Director	Identify Cat. 5 Inspection Points	Identify Cat 5 Outfalls	Hired Engineering Firm for Investigation.
g	Water & Sewer Department DPW Director	Detect Source	Hired Engineering Firm for Investigation	Hired Engineering Firm for Investigation
	DPW Director	Enforce Illicit Discharge By-Law	Hired Engineering Firm for Investigation	Hired Engineering Firm for Investigation


Information Collected and Analyzed

Results & Accomplishments (OPTIONAL)

positions created/staffed	No	
expenditures	\$0	

Outreach, and Training

audiences reached by education program(s)	(# or %)	
committee established	Yes	
or supported	Yes	
distance or quantity of shoreline miles cleaned	1 mile	
Waste Collection Days	8	
	(#)	
participation	(%)	
	(tons or gal)	
estimated	No	

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Status (indicate with “X”)				
Detection & Elimination			X	
Source Control			X	
Stormwater Management				
Implementation Status (indicate with “X”)				
Detection & Elimination				
Source Control				
Stormwater Management				

Charges

Estimated	50 %	
Number of outfalls	(#)	
Complete	50 %	
	50 %	
	50 %	
	50 %	
Estimated	50 %	
Estimated	(#)	
Estimated	(#) (est. gpd)	
	79 %	
Systems	21 %	

starts (>1-acre)	4	
onstruction starts adequately regulated for erosion and sediment control	100%	
d	(# or %)	
issued	0 %	
	\$0	
ived from public	0	

**nwater Management**

development/redevelopment projects adequately regulated for post-control	(%)	
d	(# or %)	
mwater recharged	(gpy)	

**nance**

ch basin cleaning (non-commercial/non-arterial streets)	1 times/yr)	
ch basin cleaning (commercial/arterial or other critical streets)	1 times/yr	
s cleaned	(#)	
	(LF or mi.)	
removed from storm sewer infrastructure	20 tons)	
ings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	Recycle	
al	(\$)	
et sweeping (non-commercial/non-arterial streets)	1 times/yr)	



et sweeping (commercial/arterial or other critical streets)	1 times/yr	
ted by sweeping	100 tons	
ndfill, POTW, compost, beneficial use, etc.)	Larusso Corp.	
al	(\$)	
purchased/leased	0	
specified in contracts	N	

on public land of: (“N/A” = never used; “100%” = elimination)		

and ratios	75% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl 25% Sand	
tilized	N	
s used	Y	
ity spreaders used	N	
n typical year salt application	(lbs. or %)	
orage shed(s)	Y	
i or under construction	N	